

**Appendix C****SUB-COMMITTEE DESIGNATION:**

**Sub-Committees** - are formalized by designation, recommendation, deliberation, and are convened by Board level approval. Designated sub-committee leads must be Board or training cooperative representatives only. They provide the working framework, mission oversight, and work within Board direction and within the following operational guidelines:

- ✓ Collaborative review, research of issues, report and recommendation of resolution, accumulation and distribution of information.
- ✓ Implement operational aspects of the ITOC program concurrent with decisions by the Board of Directors.
- ✓ Complete prioritization for Zone of Great Basin, out-of-Geographic-Area, and NARTC training nominations.

**Permanent Sub-Committees**

Permanent sub-committees are in charge of issues that are vital to the basic functionality of the organization. Their charters shall not be revoked but may be modified by the Board of Directors if necessary. The permanent sub-committees shall be as follows:

**Idaho Zone Training Sub-Committee**

This sub-committee is responsible for the collection, consolidation and prioritization of Great Basin, out-of-Geographic-Area, and NARTC training nominations from the local training cooperatives. The membership consists of the ITOC Board of Directors, and a representative from each of the four local training cooperatives for a total of 8 members. The Chair position of this Sub-Committee is to be the same individual as is the representative to the Great Basin Training Committee. The Vice-Chair is chosen from the Board of Directors group.

***Sub-Committee Membership:***

Board of Directors

Local Training Cooperative Representatives

**Position Standards and Certification Sub-Committee**

This sub-committee is responsible for researching and proposing a process that correlates NFPA position standards with NWCG position standards, documents the cross-walk aspects between the two processes, incorporates the Idaho Department of Lands qualification and certification process, and provides the necessary documentation for instructor certification with Emergency Services Training (EST as well as NWCG).

***Sub-Committee Membership:***

### **Training Needs Analysis Sub-Committee**

This sub-committee is responsible for developing an objective needs analysis instrument that can be used at the local level as well as the Geographic Area Level to determine training needs based upon organizational goals. This group will implement this instrument, and then continue to monitor and evaluate their projections documenting their findings by written reports back to the Board.

#### ***Sub-Committee Membership:***